

INFANT TEACHER KKAJVA JOB DESCRIPTION

An experienced **Infant Teacher** is sought to join the team and provide high-quality care and education to infants in a childcare center. This position is vital for creating a safe, stimulating, and supportive environment where infants can flourish and meet their developmental milestones.

Responsibilities

- Provide a safe, positive, and nurturing environment that fosters infant development.
- Develop and implement age-appropriate activities and curriculum plans to promote cognitive, social-emotional, and physical growth.
- Provide individualized care, including feeding, diapering, and naptime routines, responding to infants' needs and cues promptly.
- Observe, assess, and document each infant's development and progress, identifying any potential delays and adapting strategies as needed.
- Maintain a clean, organized, and healthy classroom environment according to established health and safety protocols and licensing regulations.
- Communicate effectively and regularly with parents and guardians about their child's day, development, and any concerns, fostering open and collaborative relationships.
- Collaborate with other teachers and staff members to ensure a cohesive and comprehensive program for infants and a smooth classroom operation.
- Participate in parent-teacher conferences, staff meetings, and ongoing professional development opportunities to enhance skills and knowledge in early childhood education.
- Model appropriate behaviors for children, encourage positive social interactions, and promote language development through reading, singing, and conversations.

Requirements

- A **High school diploma or equivalent** or a **Bachelor's Degree** in Early Childhood Education or a related field.
- **Child Development Associate (CDA) credential** or willingness to obtain one.
- Previous experience working with infants in a childcare setting.
- Current **CPR and First Aid certification**.
- Strong understanding of early childhood development principles and best practices.

- Excellent communication, interpersonal, and organizational skills.
- Ability to develop and implement creative and engaging learning activities for infants.
- Ability to pass a background check and meet state licensing requirements.

Preferred qualifications

- Experience with child assessment tools and documentation.
- Bilingual in English and Spanish.

Benefits

Vacation day/ days after a year of service, Holiday pay after 6 months of service, monthly opportunities for cash, gifts and other based on performance.



TODDLER TEACHER KAPVA JOB DESCRIPTION

A passionate and dedicated **Toddler Teacher** is needed to create a safe, nurturing, and stimulating learning environment for children aged one to three years. This role plays a vital part in children's social, emotional, physical, and cognitive development, using age-appropriate teaching strategies and activities. Building strong relationships with parents and guardians and collaborating with colleagues are also key aspects of this role.

Duties and responsibilities

- Develop and implement age-appropriate curriculum and activities.
- Supervise and care for toddlers, including daily routines.
- Maintain a safe and clean classroom environment.
- Foster a positive learning atmosphere.
- Communicate regularly with parents and guardians.
- Observe and document children's developmental milestones.
- Participate in professional development.
- Collaborate with other staff.
- Administer first aid and CPR as needed.

Qualifications and skills

- Education requirements may include an Associate's or Bachelor's degree in a related field.
- Experience in a childcare setting is often required.
- Knowledge of early childhood development is essential.
- Excellent communication and interpersonal skills are necessary.
- Other important skills include organizational abilities, classroom management techniques, understanding of regulations, problem-solving skills, and basic computer proficiency.
- Physical stamina and the ability to pass a background check are typically required.
- First Aid and CPR certification is also generally needed.

PRE SCHOOL & AFTERSCHOOL JOB DESCRIPTION

The role of a Preschool Teacher is to encourage the overall development of young children, typically aged 3-5, within a childcare setting. The Preschool Teacher will create a supportive, secure, and engaging setting where children learn through play, exploration, and activities. This includes designing age-appropriate curriculum, leading instruction, managing classroom behavior, and working with families and colleagues.

Duties and responsibilities

Main responsibilities include creating and executing lesson plans that support different areas of child development, providing a safe and inclusive environment, and facilitating activities. Observing and evaluating children's progress, maintaining records, and communicating with parents are also included. Other duties include managing classroom behavior, keeping the classroom clean and organized, ensuring adherence to regulations, collaborating with staff, and taking part in professional development.

Required skills and qualifications

- **Educational Qualifications:** An Associate's or Bachelor's degree in Early Childhood Education or a related field is often needed, although requirements can differ by location and setting. A Child Development Associate (CDA) credential may also be necessary or preferred.
- **Experience:** Prior experience as a Preschool Teacher or in a similar early childhood role is typically required.
- **Knowledge & Abilities:** A strong understanding of child development and age-appropriate teaching methods is essential, along with knowledge of curriculum development. Effective communication, interpersonal, and organizational skills are important for interacting with children, parents, and colleagues, and managing classroom activities. The capacity to manage behavior constructively and assess children's progress is also necessary.
- **Personal Qualities:** Suitable candidates are patient, empathetic, creative, adaptable, and have a genuine love for working with young children. Being a team player with enthusiasm and physical stamina is also beneficial. A strong commitment to creating a positive and inclusive learning environment is key.

Licenses, certifications, and other requirements

CPR and First Aid certification may be required. Passing a background check and meeting state-specific licensing requirements is typically necessary.

Working conditions

Preschool teachers work in a classroom setting, often requiring physical activity such as lifting, bending, sitting on the floor, and standing. The environment can be noisy and messy, with potential exposure to bodily fluids and varying weather conditions during outdoor activities. Maintaining physical stamina is important.

KITCHEN CREW KAPVA JOB DESCRIPTION

The Childcare Kitchen Supervisor is responsible for overseeing all aspects of the childcare facility's kitchen operations, ensuring the provision of safe, nutritious, and appetizing meals and snacks for children in accordance with all applicable licensing regulations and standards, including USDA guidelines and the Child and Adult Care Food Program (CACFP). This role involves supervising kitchen staff, managing food inventory and procurement, maintaining a clean and hygienic kitchen environment, and collaborating with childcare staff to address children's dietary needs and preferences.

Duties and Responsibilities

- Supervise and manage kitchen staff, training new kitchen staff.
- Plan, develop, and implement age-appropriate menus that meet the nutritional needs of children, adhering to USDA guidelines, CACFP meal patterns, and dietary restrictions.
- Oversee the preparation and cooking of meals and snacks, ensuring high quality and presentation.
- Implement and enforce strict food safety and hygiene practices in accordance with HACCP principles, including proper sanitation, temperature control, and cross-contamination prevention.
- Manage food inventory, including ordering, receiving, and storing supplies, ensuring adherence to the FIFO method to minimize waste and spoilage.
- Maintain accurate records related to meal planning, food orders, inventory, and expenditures.
- Collaborate with childcare staff, parents, and health professionals to address individual children's dietary needs, including allergies, restrictions, and special diets.
- Maintain a clean, organized, and sanitary kitchen environment, including equipment and storage areas.
- Clean out the refrigerator/ freezer – **weekly**.
- Stay informed of current food safety regulations, nutritional guidelines, and best practices in childcare food service.
- Participate in training and professional development activities as required.

Qualifications

- A high school diploma or equivalent is typically required.
- Preferred qualifications include experience in food service management, particularly in a childcare or educational setting, knowledge of food safety and sanitation standards such as HACCP, and familiarity with USDA and CACFP guidelines.
- Strong communication, interpersonal, problem-solving, organizational, and time management skills are also beneficial.
- The ability to work independently and as part of a team is important.
- A ServSafe Food Handler certification may be preferred.
- The role may require the physical ability to perform tasks such as lifting, carrying, and standing for extended periods.
- Desired traits Ideal candidates are enthusiastic about working with children and adults, dependable, punctual, friendly, collaborative, proactive, and resourceful.



ADMIN ASSISTANT KAPVA JOB DESCRIPTION

The Childcare Administrative Assistant plays a crucial role in ensuring the smooth and efficient operation of the childcare center by performing a variety of administrative and operational support tasks. They act as the initial point of contact for parents and visitors, according to Procure Solutions, and work closely with the Director and staff to maintain a positive and supportive environment for children and families.

Key Responsibilities

Administrative Support:

- Answer phones, respond to inquiries, and direct calls as appropriate.
- Handle day-to-day communications with parents, answering questions about the center and providing tours to prospective parents.
- Oversee new student enrollment and maintain accurate student records, ensuring compliance with state licensing standards and center policies.
- Manage and update children's files, including vaccination records, allergy and medication documentation, ensuring confidentiality and security.
- Perform clerical tasks such as filing, copying, and preparing and distributing mail.
- Generate attendance sheets, meal attendance sheets, and other reports as needed.
- Create newsletters, memos, and other documents for programs and events.
- Monitor inventory and put in order for office and classroom supplies, ensuring the center is well-stocked and organized.
- Assist the Director and staff in problem-solving, project planning, and the development and execution of goals and objectives.

Operational Support:

- Ensure compliance with all state-mandated administrative regulations and licensing requirements for childcare facilities.
- Support classroom teachers and staff with administrative and logistical needs.
- Assist in maintaining a clean and organized lobby, and copy room.
- Assist in preparing and distributing food as needed, potentially requiring a Food Handler license.
- Fill in classrooms and/or the kitchen as needed to maintain coverage.
- Assist in the conduction of fire drills and safety inspections of the building and grounds.

- Maintain open communication with parents regarding children's daily activities, behaviors, and progress.

Qualifications

- High school diploma or equivalent.
- At least 18 years of age.
- Proven administrative experience, preferably within a childcare or educational setting.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in computer software, including Microsoft Office Suite (Word, Excel, Outlook).
- Familiarity with childcare management software is a plus.
- Knowledge of state and local standards and regulations for childcare centers.
- Ability to work independently and as part of a team.
- CPR and First Aid certification (or willingness to obtain).
- Ability to meet state licensing requirements, including background checks.
- Possess a strong commitment to the well-being and development of children.

Desired Qualities

- Warm, professional, and approachable demeanor.
- Ability to handle sensitive and confidential information with discretion.
- Flexibility and adaptability to handle unexpected situations and varying workloads.
- Strong problem-solving skills and the ability to make independent judgments when appropriate.
- Passion for supporting early childhood education and creating a positive learning environment.

CLEANER/ FACILITIES KKAPVA JOB DESCRIPTION

Reports to: FRONT OF THE HOUSE – FOTH MANAGER

The Childcare Cleaner is responsible for maintaining a clean, safe, and sanitary environment for children and staff within the childcare facility. This role involves performing a variety of cleaning tasks, adhering to strict sanitation protocols, and supporting a healthy and welcoming atmosphere for all.

Responsibilities:

- Daily Cleaning and Sanitization:
 - Sweep, mop, and vacuum all floors, including classrooms, play areas, and common spaces.
 - Disinfect and sanitize high-touch surfaces such as doorknobs, light switches, countertops, tables, and chairs.
 - Clean and sanitize restrooms and changing areas, ensuring proper hygiene practices are maintained.
 - Empty and dispose of trash and waste materials appropriately.
 - Clean and sanitize toys, equipment, and play surfaces after each use or as needed throughout the day.
 - Wipe down windows, mirrors, and glass partitions.
- Weekly Cleaning Tasks:
 - Wash and disinfect soft toys, dress-up clothes, and linens.
 - Wipe down walls and ceilings as needed.
 - Deep clean and organize art and craft supplies and areas.
 - Clean and sanitize cubbies and storage areas.
 - Perform thorough cleaning of cribs and changing tables.
 - Wash and replace bedding and linens.
- Monthly Cleaning Tasks:
 - Inspect and address plumbing and drainage issues.
 - Deep clean windows, blinds, and curtains.
 - Clean behind furniture and deep clean baseboards and windowsills.
 - Clean and organize shelves, closets, and storage containers.
- Maintenance and Safety:
 - Safely use and store cleaning chemicals and equipment, following manufacturer's instructions and safety protocols.
 - Maintain inventory of cleaning supplies and report needs to the facility manager.
 - Report any equipment faults or damaged items to management.
 - Adhere to all health and safety regulations, including those related to communicable disease prevention and control.
 - Follow proper procedures for handling and disposing of soiled materials and bodily fluids.
- General Responsibilities:
 - Communicate effectively with childcare staff to ensure a smooth cleaning operation.

- Be a team player and support other staff members in maintaining high standards of cleanliness and hygiene.
- Demonstrate initiative in performing tasks that contribute to a clean and safe environment, even if not explicitly listed in the cleaning schedule.

Qualifications:

- High school diploma or equivalent.
- Proven experience in a cleaning or janitorial role, preferably in a childcare or similar environment.
- Knowledge of health and safety regulations and sanitation protocols relevant to childcare facilities.
- Ability to work independently and as part of a team.
- Strong attention to detail and a commitment to maintaining high standards of cleanliness.
- Physical stamina to perform demanding cleaning tasks, including lifting and moving equipment and furniture.
- Excellent time management and organizational skills.
- Good communication skills to interact with staff and management.
- May be required to pass a background check and CPR/First Aid certification.

Desired Skills:

- Familiarity with child-safe cleaning products and practices.
- Ability to adapt to changing cleaning needs and work schedules.
- A compassionate and caring attitude, with an understanding of the importance of providing a clean and safe environment for children.

Work Environment:

- Work typically takes place in a childcare setting, including classrooms, play areas, restrooms, and kitchen/food preparation areas.
- May require working during off-peak hours or after daycare closes.
- May involve exposure to various cleaning products and chemicals, requiring adherence to safety precautions.

NAPTIME TASK

- Take training classes in CLI Engage or KKAPVA Videos/ test
- Clean toys
- Post pictures in Classdojo, Instagram, TicTok or Facebook on school tablet
- Prepare for arts-n-crafts
- Lesson planning
- Make copies
- Straighten up the classroom
- Prep snacks
- Organize backpacks for departure
- Sign, prepare folders for backpacks

CHILDCARE TRANSPORTER/ DRIVER KAPVA JOB DESCRIPTION

The Childcare Driver and Errand Runner is responsible for the safe and reliable transportation of children and staff, and for the efficient completion of facility and staff-related errands. This role is crucial in ensuring the smooth daily operations of the childcare facility while prioritizing the well-being and safety of all children in their care. Responsibilities...

Transportation of Children

- Safely transport children to and from the childcare facility, school, and other designated locations following established routes and schedules.
- Ensure all children are properly secured with appropriate child safety restraints for their age and size, and follow all safety protocols during loading and unloading.
- Conduct pre-trip and post-trip vehicle inspections to ensure mechanical soundness and adherence to safety regulations.
- Maintain a clean and organized vehicle environment suitable for children, according to Child Care Training Consultants.
- Maintain accurate records of attendance, pick-up and drop-off times, and other relevant transportation information, Child Care Aware of Kentucky advises.
- Communicate effectively with parents, guardians, and childcare staff regarding transportation schedules, changes, or any incidents.
- Adhere to all local, state, and federal laws and regulations regarding the transportation of children.

Errand Running

- Execute various errands on behalf of the childcare facility or staff, which may include picking up supplies, delivering documents, or managing other operational tasks.
- Manage a flexible schedule, prioritizing and completing errands in an efficient and timely manner.
- Communicate effectively with staff regarding errand requests and completion status.

Driver Qualifications and Requirements

- Must be at least 21 years of age.
- Must possess a valid driver's license with a clean driving record, free of any moving violations
- No criminal record involving crimes against children or involving drugs or violence.
- No medical conditions that impair the ability to drive safely.
- Have not consumed alcohol or prescription drugs within the previous 12 hours that would affect the ability to safely drive a vehicle.
- Agree not to smoke in or near the vehicle.
- Knowledge of local routes and traffic laws.
- Patience, responsibility, and a caring attitude towards children.
- Ability to install and use child car seats and booster seats correctly, recommends Child Care Training Consultants.

CURRICULUM COORDINATOR KKAJVA JOB DESCRIPTION

The Childcare Curriculum Coordinator plays a crucial role in overseeing the development, implementation, and evaluation of a high-quality, age-appropriate curriculum within the childcare facility. This role ensures that learning experiences align with best practices in early childhood education and support the holistic development of each child, [says the Center for Early Childhood Professional Development \(CECPD\)](#). The Curriculum Coordinator will also provide guidance and support to teaching staff and facilitate professional development opportunities.

Responsibilities

Curriculum Development & Implementation

- Lead the design, development, and implementation of a comprehensive curriculum that aligns with the center's philosophy, age-appropriate practices, and early learning standards.
- Ensure that curriculum materials and teaching methods foster children's cognitive, physical, social, and emotional growth, with an emphasis on language development and emerging literacy skills.
- Collaborate with teachers and staff to develop engaging and effective lesson plans, activities, and learning experiences.
- Research and integrate innovative teaching methodologies and resources into the curriculum.
- Ensure that the curriculum promotes diversity, equity, and inclusion, reflecting the needs and backgrounds of all children

Staff Development & Support

- Provide guidance, coaching, and training to teaching staff on curriculum implementation, instructional practices, and communication techniques.
- Facilitate professional development workshops and training sessions for staff on current and emerging trends in early childhood education.
- Observe and evaluate classroom instruction, providing constructive feedback and support to teachers.
- Support teachers in developing individualized lesson plans to meet the unique needs of each child.

Program Evaluation & Improvement

- Conduct regular evaluations of the curriculum's effectiveness, using data to inform decisions and drive continuous improvement.
- Collaborate with administrators and staff to assess program quality and ensure compliance with licensing regulations and accreditation standards.
- Stay abreast of new developments and best practices in early childhood education, diagnosis, and assessment.

Other Responsibilities

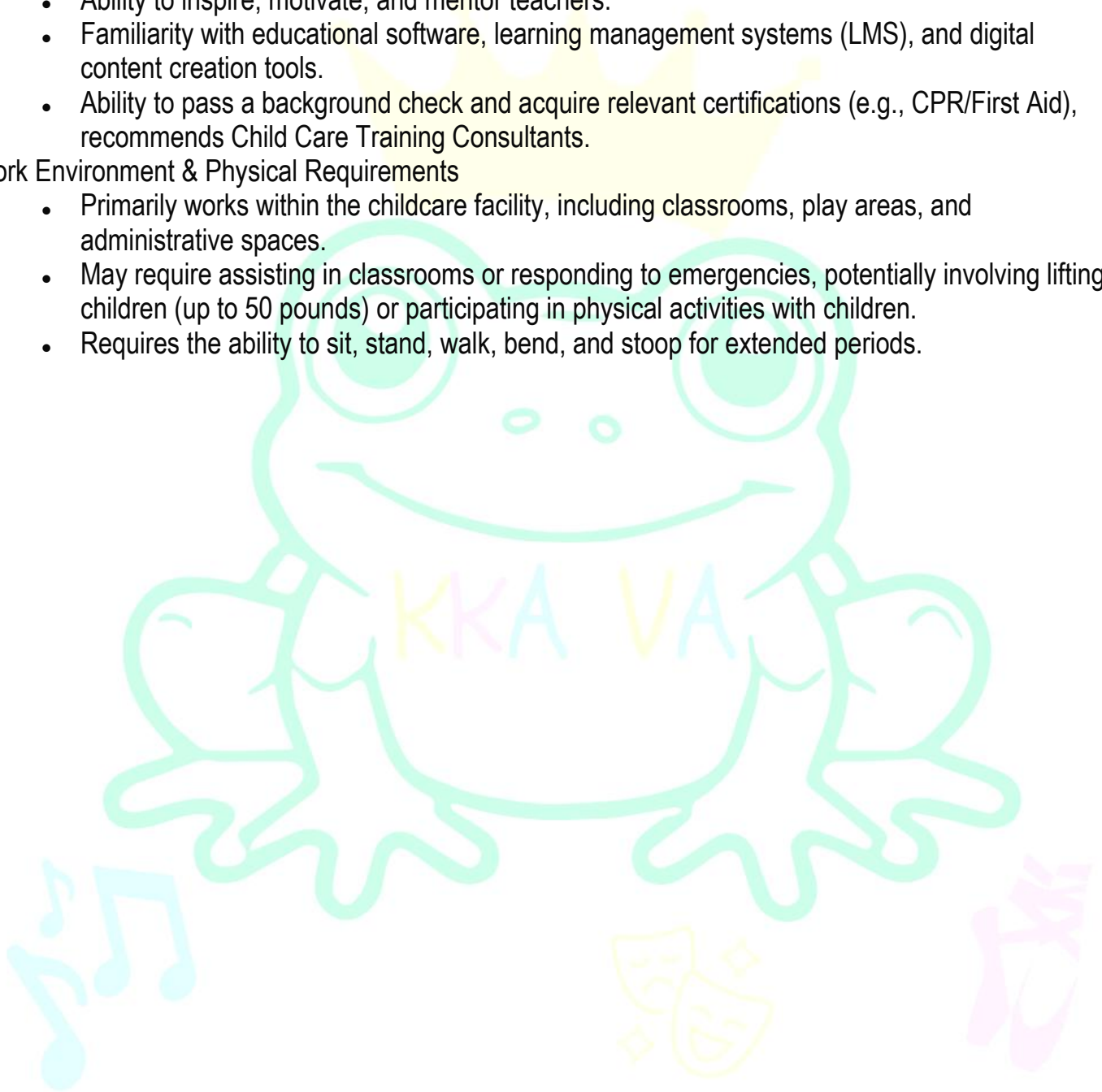
- Maintain accurate records and documentation related to curriculum development and professional development activities.
- Communicate effectively with parents regarding student progress and facility activities.
- Participate in staff meetings and school-wide events.
- Perform other duties as assigned by the childcare director or facility manager.

Qualifications

- Minimum of 2 years of experience as an early childhood educator, ideally with experience in a leadership or curriculum development role.
- Deep understanding of child development and learning principles.
- Knowledge of early learning standards and curriculum models.
- Excellent communication, interpersonal, and collaboration skills.
- Strong organizational and problem-solving skills, with attention to detail.
- Ability to inspire, motivate, and mentor teachers.
- Familiarity with educational software, learning management systems (LMS), and digital content creation tools.
- Ability to pass a background check and acquire relevant certifications (e.g., CPR/First Aid), recommends Child Care Training Consultants.

Work Environment & Physical Requirements

- Primarily works within the childcare facility, including classrooms, play areas, and administrative spaces.
- May require assisting in classrooms or responding to emergencies, potentially involving lifting children (up to 50 pounds) or participating in physical activities with children.
- Requires the ability to sit, stand, walk, bend, and stoop for extended periods.



SUBSTITUTE TEACHER KKA PVA JOB DESCRIPTION

A reliable and enthusiastic Substitute Teacher is needed to provide a safe, nurturing, and stimulating learning environment for children aged [age range, e.g., infants to school-aged] when the regular teacher is absent. This role includes following established lesson plans, maintaining classroom order, and fostering positive interactions with children, families, and staff.

Responsibilities

- Implement daily lesson plans and activities based on developmentally appropriate practices and early learning standards.
- Provide active supervision of children, ensuring their safety and well-being at all times, both indoors and outdoors.
- Engage children in age-appropriate activities to promote their social, emotional, cognitive, and physical development.
- Maintain a clean, organized, and inviting classroom environment, adhering to hygiene and safety standards.
- Manage classroom behavior in a positive and consistent manner, aligning with established policies and procedures.
- Communicate effectively with children, staff, and parents about daily activities, child progress, and any concerns.
- Be prepared to assist with daily routines, including meals, snacks, diapering/toileting, and rest time.
- Accurately complete necessary paperwork and documentation, including attendance records.
- Participate in staff meetings and professional development opportunities as required.
- Be willing to work a flexible schedule, potentially including working with different age groups and in various locations as needed.

Qualifications

- High School Diploma or GED required.
- Previous experience working with young children in a childcare or classroom setting preferred.
- Meet all state and local childcare licensing requirements for substitute staff, including successfully passing a background check and completing required training.
- Possess or be willing to obtain certifications such as CPR, First Aid, and SIDS/Shaken Baby Syndrome prevention as needed.
- Excellent communication and interpersonal skills, with the ability to interact positively with children, families, and colleagues.
- Demonstrated patience, flexibility, and adaptability to a changing environment.
- Strong organizational skills and the ability to maintain accurate records.
- Ability to perform physical tasks such as lifting children (up to [weight, e.g., 40] pounds), crouching, bending, and actively engaging in play-based activities.
- A passion for working with children and fostering their development.

Additional notes

- This position is [full-time/part-time/on-call] and hours may vary based on the needs of the center.
- Ability to demonstrate knowledge of and adhere to the center's policies, procedures, and ethical guidelines.